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State of New Jersey  
Office of Homeland Security and Preparedness  
PO Box 091  
TRENTON, NJ 08625-0091

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## NOTICE OF JOB VACANCY

**Posting Number: #15-01 IWS**

An opportunity currently exists in the Office of Homeland Security and Preparedness (OHSP) within the unclassified service for a candidate who meets the minimum job requirements specified below:

**TITLE: Intelligence Analyst 3**

**SALARY: \$64,406.55 - \$91,781.49**

**LOCATION: Hamilton, NJ**

**JOB DESCRIPTION:** Responsible for conducting intelligence analysis based on a variety of sources, including highly sensitive classified reporting, investigative information and databases from a variety of law enforcement agencies, academic institutions, and open-source reporting. Perform analysis on the terrorist threat to the State of New Jersey, including the threat from various international and domestic terrorist groups and the threat to the critical infrastructure sectors in New Jersey. Provide timely, relevant, accurate and insightful analysis through both written products and oral briefings. Provide intelligence support to cases being pursued by state investigators/detectives. Represent OHSP at a variety of interagency meetings, working groups, conferences, and other meetings as directed. Assume appropriate supervisory and/or administrative responsibilities as delegated by superiors.

**REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree in Political Science, Criminal Justice, International Relations, Economics or related areas of studies. A Master's degree in Security Studies, Foreign Service, Foreign Diplomacy, International Relations, International Affairs, International Public Policy, or related area of study is preferred.

**Experience:**

**Intelligence Analyst 3:** Three (3) years of experience in gathering, coordinating, reviewing, analyzing unassembled classified/highly sensitive information and data in a government or research center utilizing acceptable research methodologies and technologies with a designed application for security research projects, or national/international security programs.

**Additional Requirements:** Experience gathering, coordinating, reviewing, and analyzing information and data. Develop assessments on multiple high-risk regions and terrorist organizations, with emphasis on trend analysis, evolution in terrorist tradecraft, and potential threats that impact New Jersey and the surrounding region. Identify emerging threats, collection priorities, and intelligence gaps. Able to provide quality intelligence analysis to executive-level leadership. Highly organized and manages time efficiently. Work well independently and as a team member and adapt easily to meet deadlines in a variety of situations.

**Additional Knowledge/Skills/Abilities (KSAs):**

- Adept in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)
- Working with large data sets
- Knowledge of I2 Analyst Notebook
- Knowledge of ESRI/Arcview
- Additional language capability

**Note:** A Master's degree in one of the areas listed above or related areas of study may be substituted for one (1) year of experience.

**Note:** Applicants that possess the required education and have successfully completed one (1) year (1800 hour) internship with a Law Enforcement Agency, federally subsidized Research Organization or Federal Agency may substitute the internship for one (1) year of experience.

If you are interested in the above position(s), please send a letter (including posting number) and resume to Anita Bogdan, Chief, Human Resources, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or email to [ohspresume@ohsp.state.nj.us](mailto:ohspresume@ohsp.state.nj.us)) no later than close of business on March 6, 2015. **Applicants who previously submitted a resume for OHSP Posting Number 14-12IWS (Intelligence Analyst 2 and 3) need not reapply.**

Applicants should be aware that all OHSP employees must be a U. S. Citizen due to the fact that they need to be eligible to obtain a Secret or Top Secret Clearance from the federal government. U. S. Citizenship is a requirement for obtaining such clearance. Additionally, a criminal background investigation is conducted on all OHSP personnel. Candidate should be prepared to provide samples of their writing as part of the interview process.

In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

This office is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.



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Anita Bogdan  
Chief, Human Resources